Lampen-Recycling und Service GmbH

WEEE Black Box Participant User Guide

2011

Updated Dezember 2011 (registration instructions)

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I want to Register with LARS

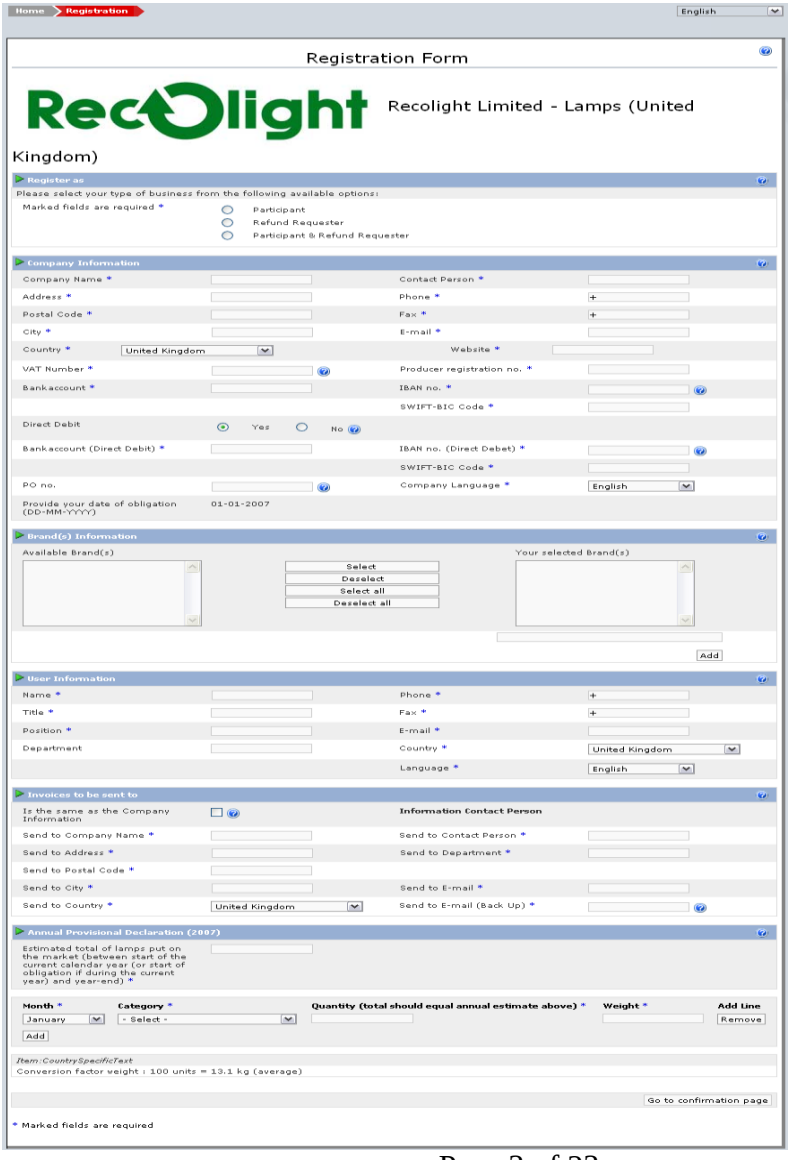
Registration area: If you want to join LARS as a Participant and/or Refund Requester you can use the link in this section which will take you to the Registration section where all required information will have to be provided;

Click on the 'click here' link in the registration area in order start the Registration application procedure

Registered Participants and Brands area: By clicking on the links in this area the Public can verify which Participants or which Brands have been registered with this LARS

Registration Document Overview area: In this section you will later be able to download a number of documents made available to you by such as template agreements, procedures…etc.

2. Registering as a Participant



Step 1 of 4 : Completing the registration form

1. First you have to confirm the type of registration you are applying for:
   Action: **Click on 'Participant'**

2. In the next section you have to clearly identify your organisation by providing:
   - exact, official name of the company;
   - registered seat;
   - coordinates of a contact person able to legally bind the company;
   - VAT-number in the official format*;
   - Bank account number and IBAN/SWIFT-BIC codes*;
   - Information for direct-debit (if applicable);
   - The start date of obligation (January of the current year)
   - P**roducer Registration number**
     (*Note that you will not have a Producer Registration number until after Registration to EAR is complete):*
     Enter: 99999

**Company data:*

IBAN Number and SWIFT-BIC Code: *The IBAN (International Bank Account Number) is an international standard for uniquely identifying an account number used across Europe. You should provide the Electronic format on the WEEE Black Box (i.e. without 'IBAN' and with no blanks between the numbers – e.g. DE12345678901234567890). The SWIFT-BIC code is the Bank Identifier Code which provides a unique identification of your bank. This code consists of 8 characters. Please contact your bank, if you should not have the IBAN number or SWIFT-BIC code for the accounts to be used.*

VAT-number: *Your VAT-number will be verified for validity. Please assure your VAT-number is correctly entered (i.e. without 'VAT' and with no blanks between the numbers – e.g. BE0123456789).*

3. In the **Brands section** you are required to identify all brands of lamps subject to WEEE which are put on the German market **(Private brand and imported brands)** by the your company.

4. You have to identify the person within your company who will be acting as **Administrator user** for your organisation. You can indicate here if the invoices need to be sent to a different address than the registered seat of the company.
Otherwise just select 'Is the same as the Company Information'.

The prior year Provisional Declaration for 2012

The prior year Provisional Declaration for 2012 reflects the estimated annual products 'put on the market' using the previous actual data from your company. This data will not create any charges from LARS.

In the first instance, you should only **enter the historical data for Gas Discharge lamps,** by total units of these products, for each month of 2011. Use the drop-down box to create the two product sub-category fields needed for each month.
Note: (All brands and lamp types are aggregated here. There is no need for any further separation)

Include all months between the 1st January 2011 and December 31st 2011;

- There will be 12 data entries in total for each month.
- The total of the months should be equal to the Annual Total in the separate box just above the data entry section;

After you have successfully completed this step, **proceed to the Confirmation (Step 2) below:**

Step 2 of 4 : Confirmation of the data entered

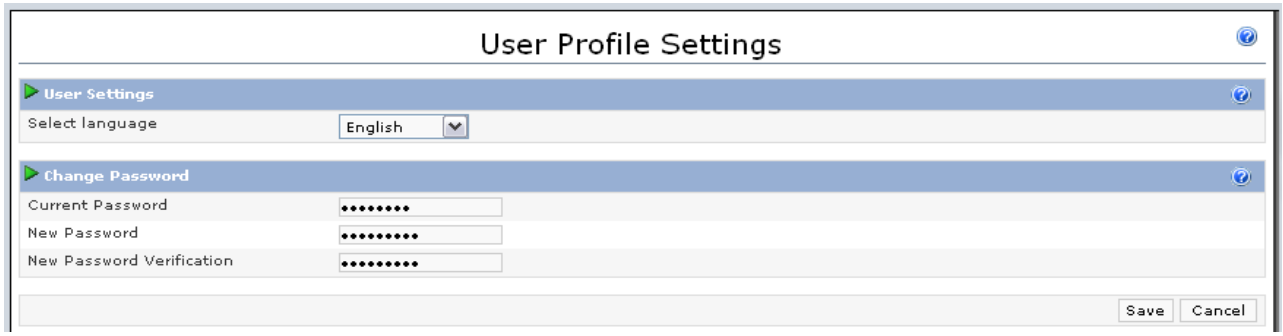
After having saved this form you will be provided with an overview of the data entered, which can be printed for your reference**. On this form you confirm the correctness by adding the tick-mark and clicking on the Submit button.**

After this confirmation, the application will be closed. Congratulations!

Here are a few other Notes below also to help you on this page:

Accessing the WEEE Black Box for the first time

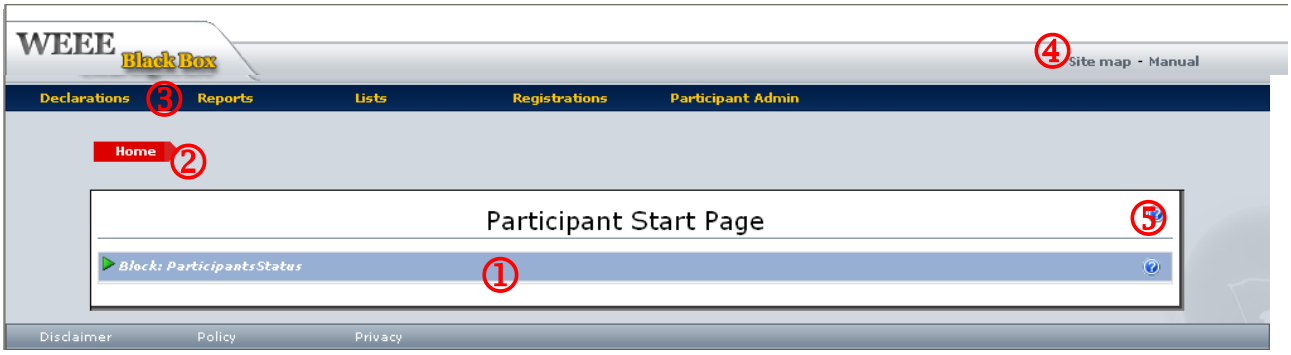
After having been provided with your Username and Password you can access the secure environment for your organisation by entering these in the Secure User Login area of the start page and clicking on the Login button. When logging in for the first time you will be required to change your password, which is foreseen in the User Profile Settings. This form is accessible at all times should you want to change your Password.



Notes:

- ***Password guidelines:*** *A good password is one that can not be easily guessed – all passwords should consist of at least 8 characters of which at least one uppercase and one number. You should avoid using known words, patterns like '12345678' or 'azertyui', geographical names, license plates, … Good examples could consist of using the first letters of the words in a sentence or picking random characters resulting in a pronounceable 'word' while adding uppercase and numbers;*
- ***Do not share your Username and Password:*** *Both Username and Password are personal and should under no circumstances be shared with others.*

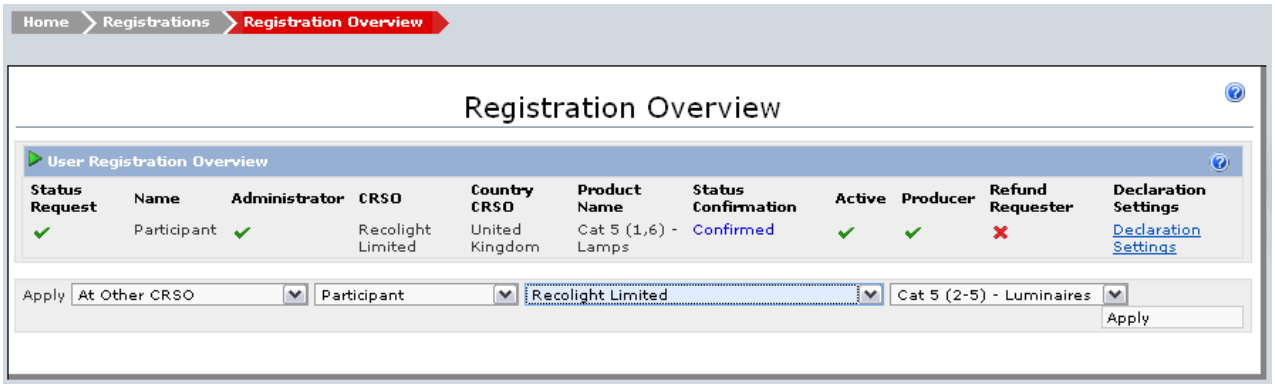
Most pages on the WEEE Black Box have a common lay-out. Before you start using the WEEE Black Box take a few minutes to familiarize yourself with the main components.



- **Main area:** This is the area where you will find all overviews, reports …;
- **Navigation bar:** This bar indicates where you are on the WEEE Black Box. You can always return to an earlier form by clicking on the respective arrow;
- **Menu bar:** The menu bar allows you to select the overview, report or function you are looking for;
- **User reference area:** This allows you to logout, **update your user profile** or access the Site map;
- **Context sensitive help:** Click on the symbol to find additional information on a specific content.

Registering subject to mandatory waste disposal for lamps

If you want to register with LARS for lamps, the next step below should be performed. Go to **Registration Overview** where the following screen will appear, showing your previous Registration for Gas Discharge lamps:



Action: Select Apply '**At other CRSO'** and identify the **Participant** (i.e. your company already registered, click on **LARS Lampen Recycling Service GmbH** in the third box and the 'Product' (or category – e.g.)

Ensure you enter the 'date of obligation' in the registration form, as:
01-01-2012

Then, as for the first registration for the initial registration you made for Gas Discharge lamps, you will need to click on the Month dropdown to add all the 12 months needed and then select Cat 5 ‘Lamps’, giving just 12 fields for units.. Again, all brands and types are aggregated in these totals.

Go to confirm and submit **to send the data to the Black Box.**

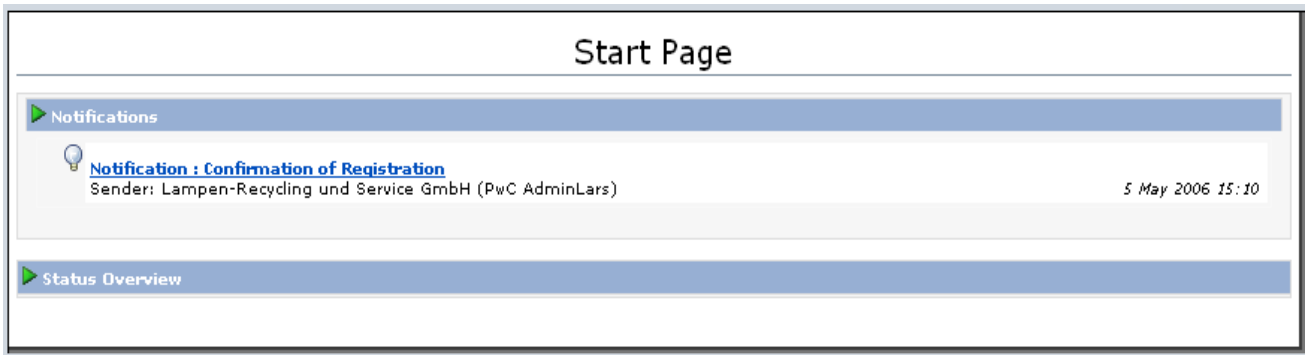
I want to make my monthly Declaration

3. Making your Declaration for ‘Lamps put on the Market’

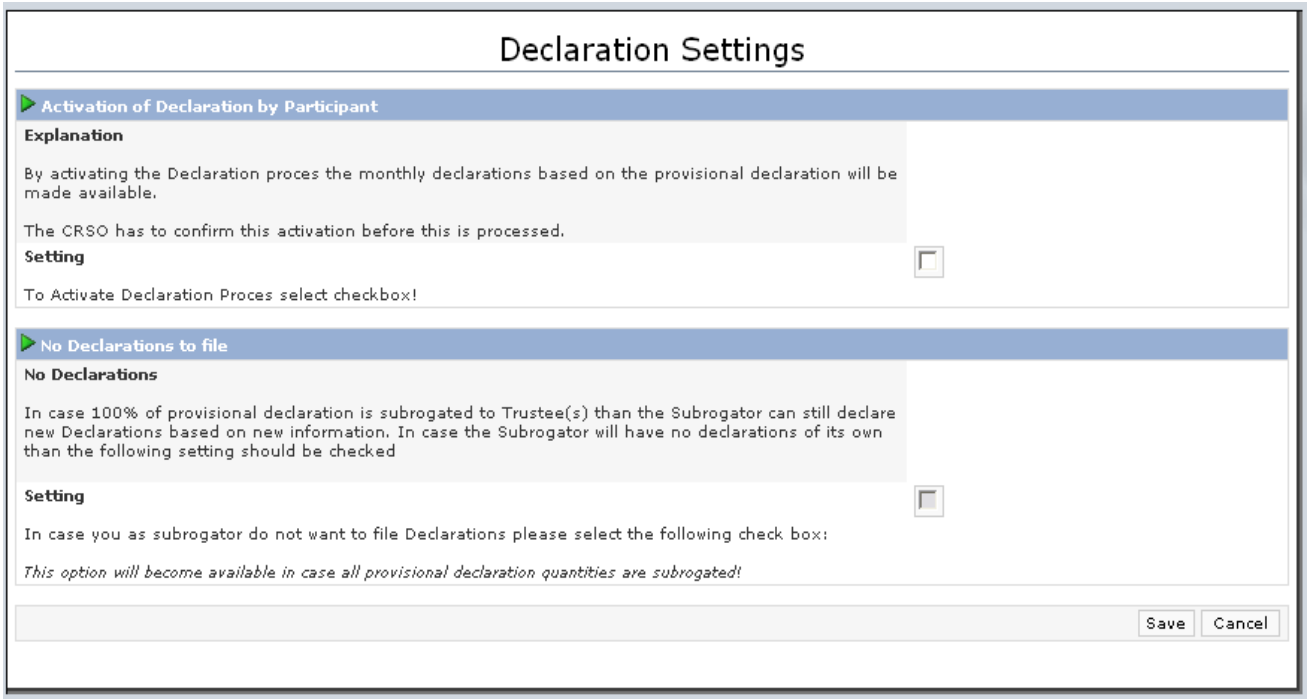
Setting-up of the declaration process

Please log on to www.weeeblackbox.com, select LARS in the first group and log-on using your User ID and password.

After the first log-in is successful and you have completed the Environment Agancy registration page you will be provided with a **Notification** on the Home page:



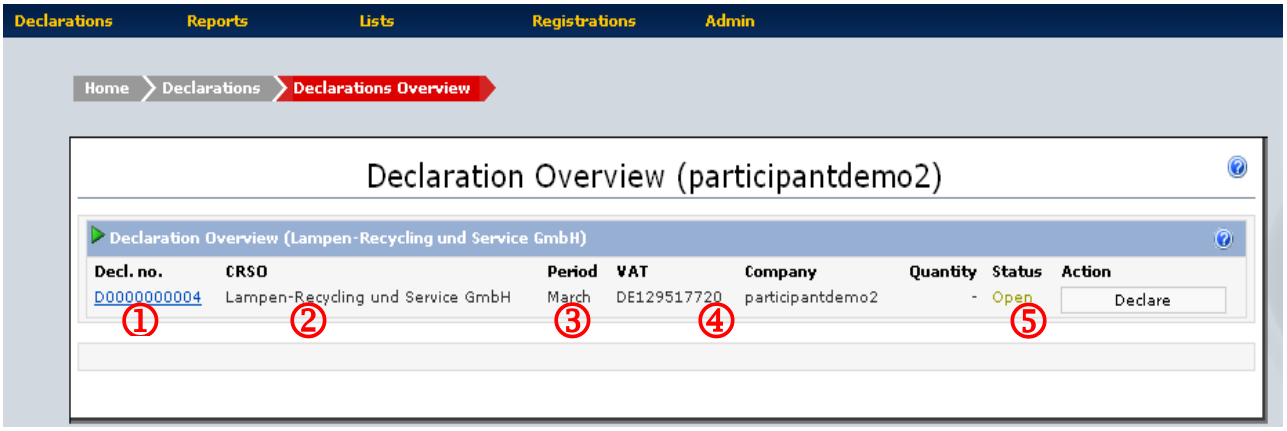
By clicking on the **Notification** you will be taken to the **Declaration Settings** form.
Click here to activate your Declarations:


Declaration Settings
Activation of Declaration by Participant
Explanation
By activating the Declaration proces the monthly declarations based on the provisional declaration will be made available.
The CRSO has to confirm this activation before this is processed.
Setting
To Activate Declaration Proces select checkbox!
No Declarations to file
No Declarations
In case 100% of provisional declaration is subrogated to Trustee(s) than the Subrogator can still declare new Declarations based on new information. In case the Subrogator will have no declarations of its own than the following setting should be checked
Setting
In case you as subrogator do not want to file Declarations please select the following check box:
This option will become available in case all provisional declaration quantities are subrogated!
Save
Cancel

Making put-on-the-market declarations

One of the main things for you do next as a Participant is to submit a declaration for 'Products put on the Market'. In order to access the declaration form you select the '**Declarations overview'** from the '**Declarations'** menu and select the month for which you are submitting the declaration.
(PS. Please do not be tempted to use the url in the screen dump above, which is for a test site only).

There is also a **Declaration Overview** screen, which will fill up as you enter data and save it each month, from the July 2007 entry onward.



Declaration number: Every submitted declaration has a unique number. Click here to view the declaration;

CRSO Identification: LARS Lampen-Recycling und Service GmbH

Reporting month: For each month a declaration should be submitted within a period of the 10th calendar day following the end of the month;

Participant Identification: Your VAT-number and company name;

Please take special care to read the next paragraph:

Declaration Status:

This field provides an overview of the status of the declaration for that period:

- **Open: Until the 15th calendar day of the month*** following the reporting period you can add/update the information in the declaration. Any changes made during the first 10 calendar days will therefore not require a resubmission of the information. When no lamps have been put on the market, participants should complete and confirm a zero return on the WEEE Black Box;
  *NB * For the first declaration in August, the cut off date will be the 15th of the month, to allow some extra time for the first declaration*.

- **Declared:** A declaration has been submitted and the contribution invoice will be issued based upon this declaration;

- **Forfeit: If by the 15th calendar day of the month no declaration was filed, a +Forfeit invoice will be generated calculated based upon the Provisional Declaration submitted.** The payment of this forfeit does not free the Participant from providing the Black Box with the declaration for the month the declaration was due.

- **Re-submit:** If mistakes are noticed in a declaration already filed**, you can always resubmit the declaration for a prior period**. In this event a credit-note will be issued annulling the previous invoice for this period and a new invoice for the same period will be issued;

- **Late: A declaration filed after the deadline** *which thus corrects the Forfeit declaration that was automatically generated.*

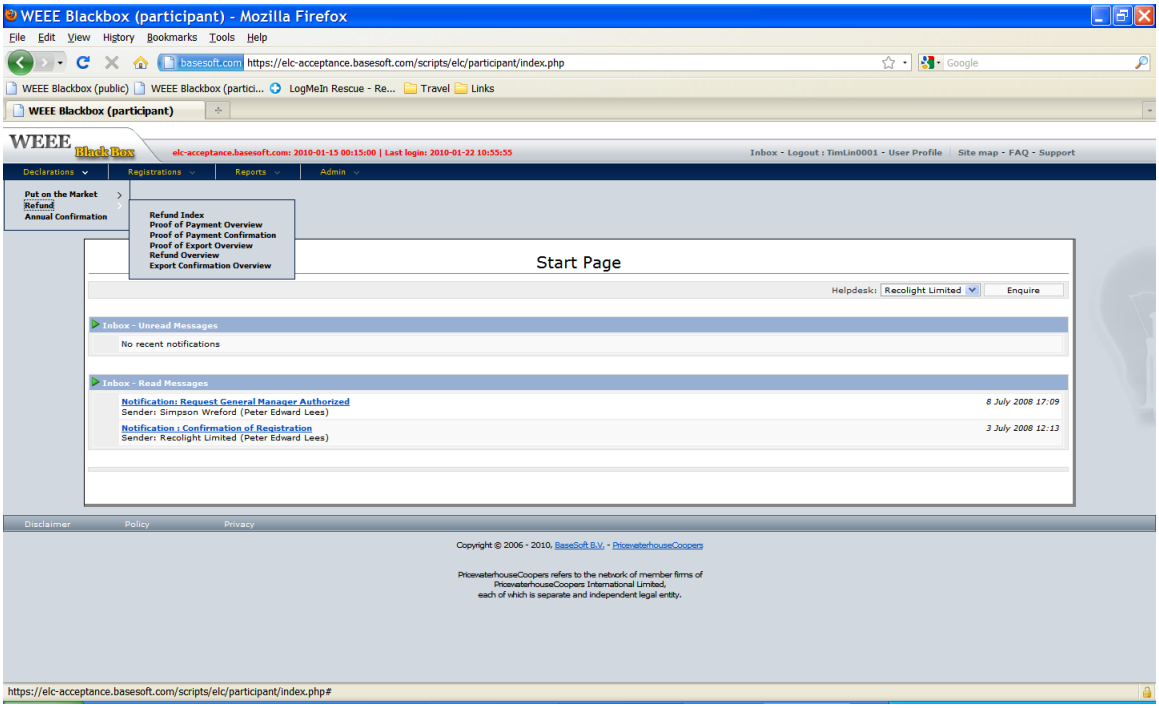
Refunds Requests I

I want to enter Proof of Payments data for an Export Refund request

Entering a Refund Request

Step 1 of 1

- **Bring up the Black Box homepage:**
- **Log in**
- Under **Declarations,** select **'Refunds'**
- **Choose Refunds> Proof of Payment Overview**

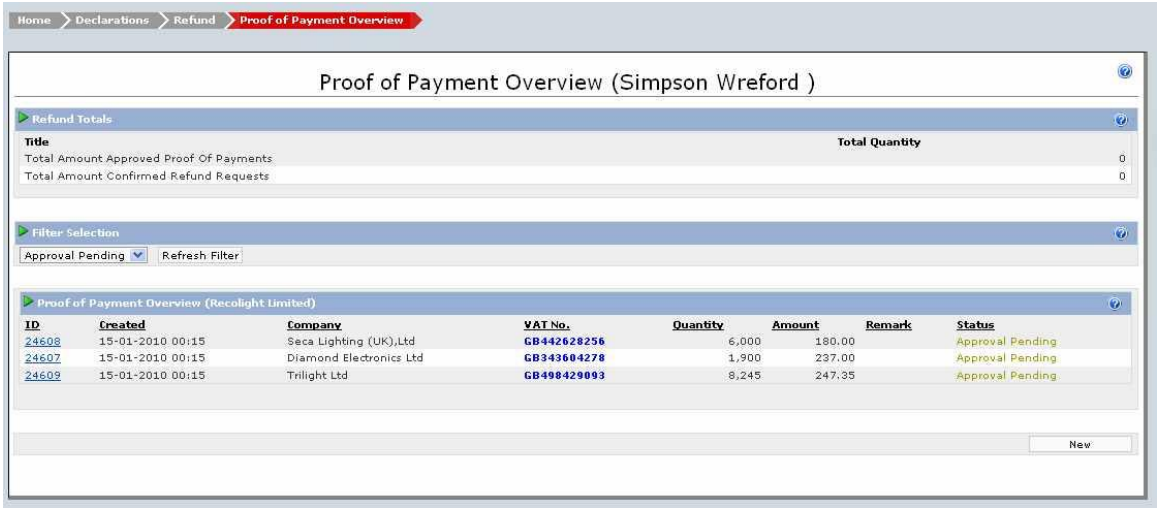


Summary of the new PoP procedure from February 1st 2011 :

A signed confirmation document (Proof of Purchase Confirmation) will be uploaded as a statement of truth and accuracy for 'Proof of Payment' of recycling charges and will be reviewed by the independent Black Box manager for its consistency. Scanned copies of producer/supplier invoices are no longer required.

NB1: LARS reserves the right to audit any data submitted under this procedure before a refund is paid out
NB2: PoP confirmations will be reviewed by the independent Black box manager and will be rejected if not consistent or a signature is missing.

Go to **Declarations – Refund – Proof of payment overview,** the following screen will appear:



Explanation of the layout:

- **Refund Totals:** This section shows the total of validated Proof of Payments as well as the total Proof of Exports which have been validated by the General Manager. If the amount of Proof of Payment would be lower than the Total amount Confirmed Refund Requests then the Refund Request will only result in a credit note and subsequent reimbursement until the latest Proof of Export which was fully covered by a valid Proof of Payment;

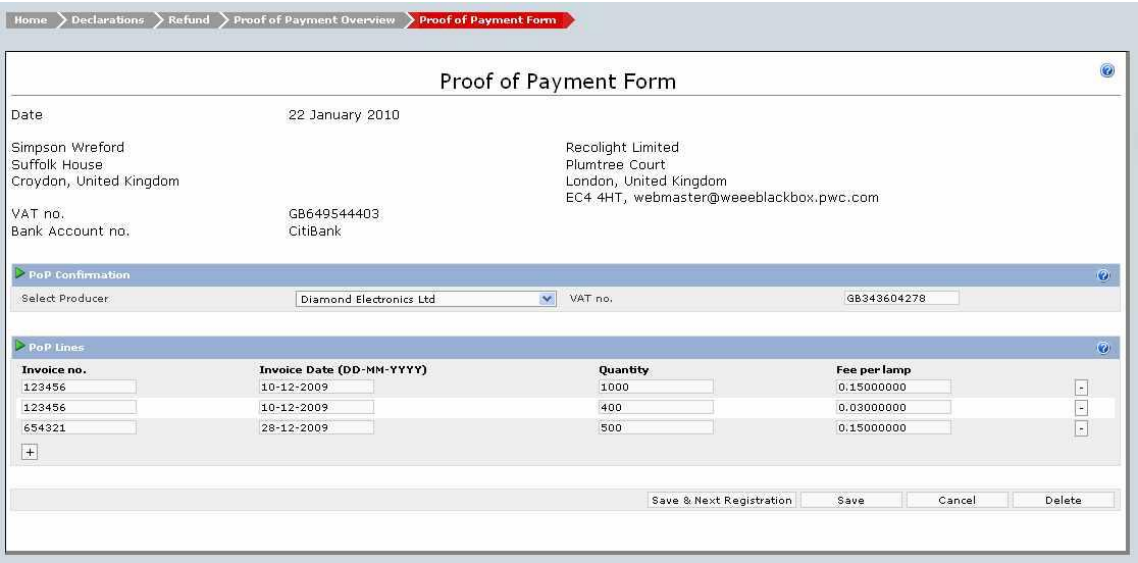
- **Proof of Payment data:** This section provides an overview of invoices already uploaded as Proof of Payment of the recycling charge;
- **Validation status:** This column shows the status of the review of the Proof of Payment by the independent Black Box manager. All documents with status approved at the 16th of a month will be taken into account for that months' Refund Request.

Status can be:

- **Approval Pending:** This document has not yet been reviewed ;
- **Approved:** This document has been reviewed and the data provided was consistent;
- **Rejected:** The data provided was not consistent, please review the data provided. You can correct the existing data form by clicking on the ID-number in the first column.

- **New:** use this button to bring up the PoP From to enter new PoPs

Action: Click on the **'New'** button in order to add new Proof of Payments, the following screen will appear:



Explanation of the Layout/Tasks to be completed

- Select Producer: Select the Producer of the lamps from the list
- PoP lines for Invoice details: Enter invoice number, date, quantity of lamps and fee paid per lamp (0.03 or 0.15)
- New: Use the button [+] to add more lines

NB You should add all PoP data by producer in a single session.

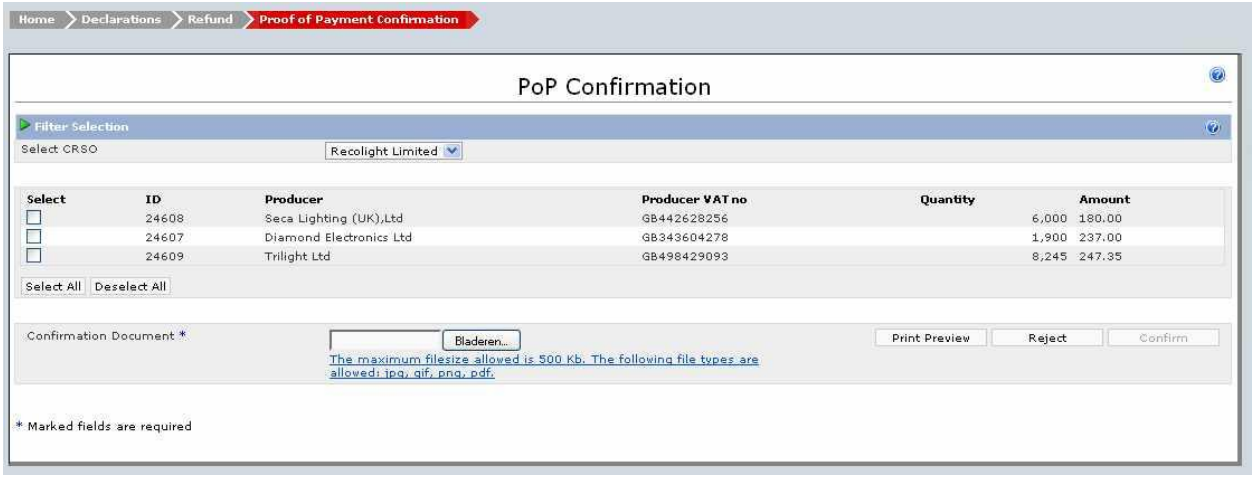
Then **Save** and wait for the progress bar in your browser to complete.

New: *A summary* of the Proof of Payment entries for that producer will now appear in the **Proof of Payment Overview** with status **approval pending**. You can return to this form using the **transaction ID link,** which enables you to edit the entry if need be.

You now proceed to the Proof of Payment Confirmation stage

New: Proof of Payment Confirmation:

This is a new task, performed only once per producer supplier per session, in place of the previously required uploads.
PS This process is similar to the Export Confirmation.



Explanation of the Layout/Tasks to be completed

- **Proof of Payment by Producer summary data:** This section provides an overview of all Proof of Payments which have been submitted to the WEEE Black Box, by producer ;
- **Print Preview:** This section provides an overview of all Proof of Payments submitted and must be selected before the PoPs can be confirmed. **Use it to print the document.**

Tasks:

- **New: print the PoP confirmation document**
- **Sign it**
- **Scan it to a PDF or JPEG file**
  (hint: use B & W and 300 dpi scanner settings to keep the file size below 500kB)

Screen shot examples are provided below:

PoP Confirmation document example

Proof of Payment Confirmation

Period December 2009
Print Date 15-01-2010

Document Checksum: 5d02b3cd8d91fbdf400022644225d7b8

Recolight Limited
Plumtree Court
London, United Kingdom

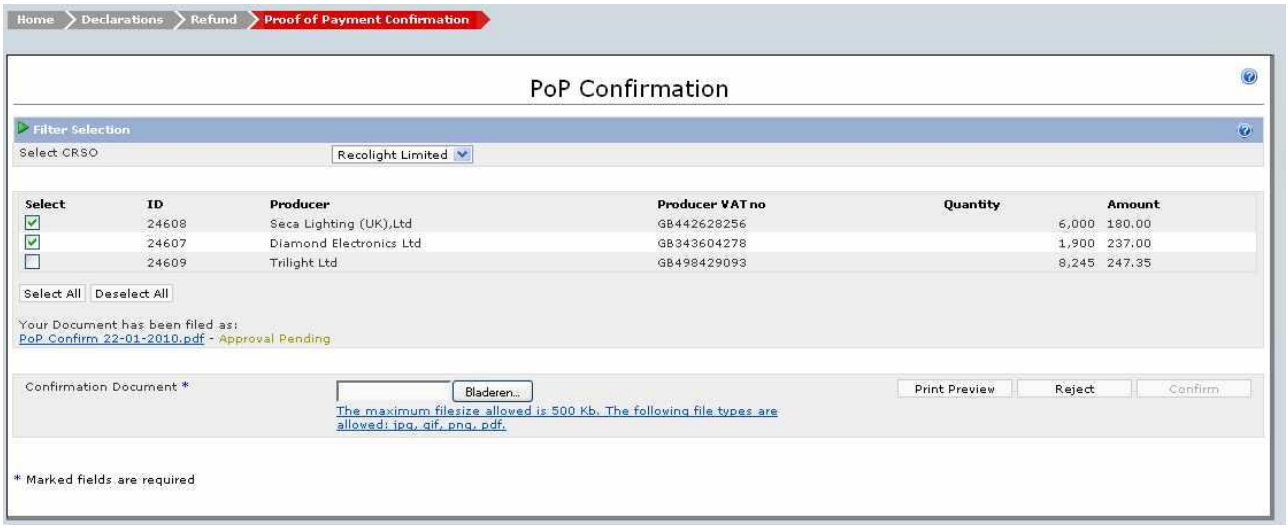
Simpson Wreford
Suffolk House
Croydon, United Kingdom
CR0 0YN, webmaster@weeeblackbox.pwc.com

VAT no. BE458263335
Bank Account no. O/S

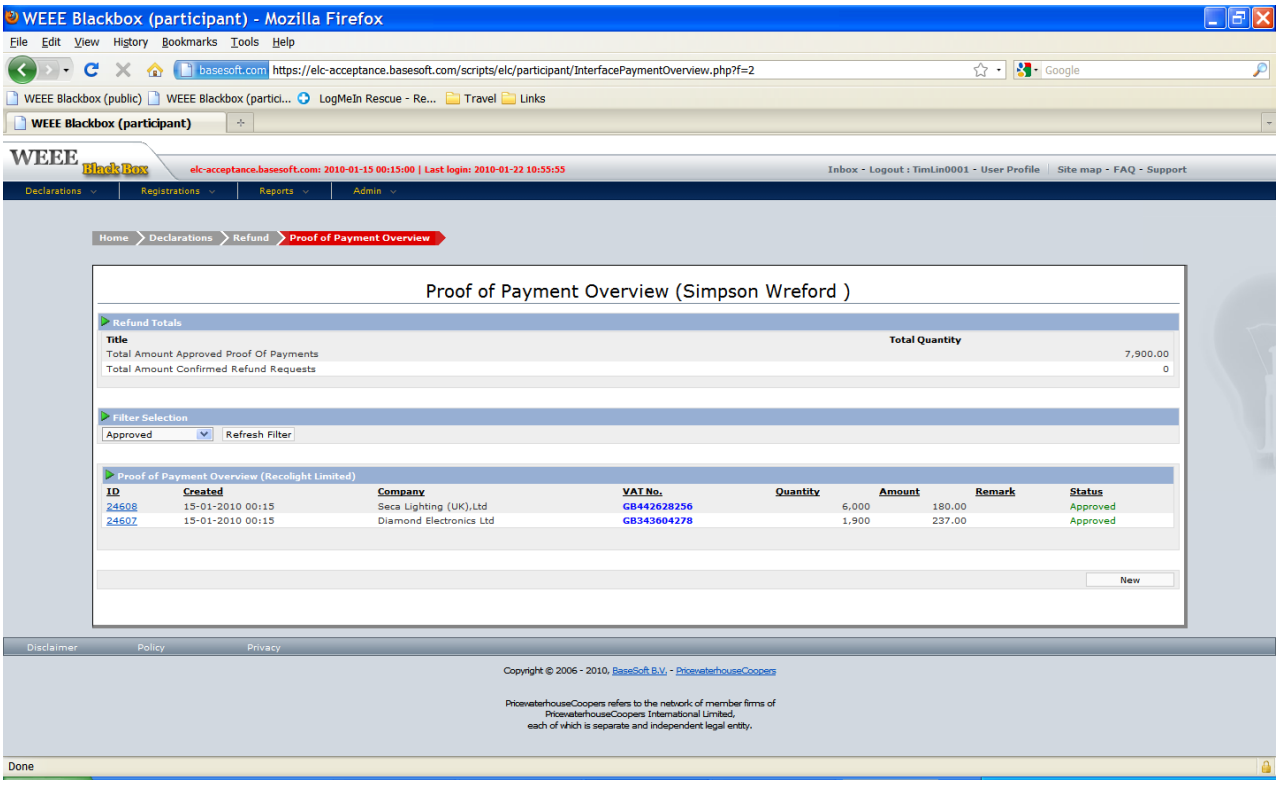
Select	ID	Producer	Producer VAT no	Quantity	Amount
✔	24608	Seca Lighting (UK),Ltd	GB442628256		6,000 180.00
✔	24607	Diamond Electronics Ltd	GB343604278		1,900 237.00

Tim Lindfield
Mr
Partner
Accounting
442086815500
442086812926
paul@basesoft.com

PoP Confirmation Overview after a successful upload



PoP Overview after a successful PoP confirmation upload



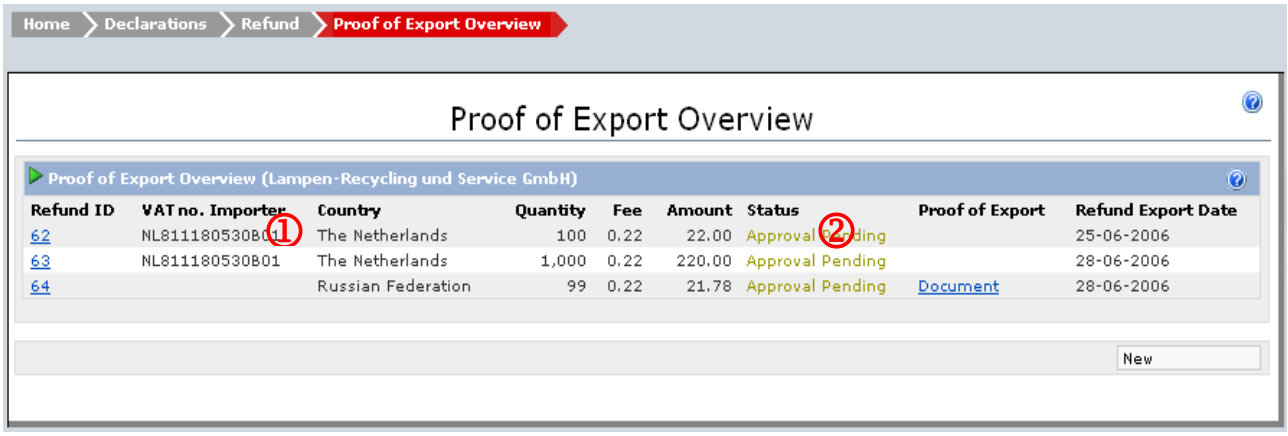
Final important note: The PoPs which were confirmed in the PoP Confirmation procedure will reset to "Approved" and any related *confirmed* PoEs will be released *provided that the virtual stock per producer is sufficient*.

However these are still subject to review by the independent Black Box manager. Any irregularities in the document submitted, or an unsigned document, may lead to a rejection of the related PoE.

Refund Requests II: I want to enter Proof of Export data for an Export Refund request

Step 2 of 2: Proof of Export overview

In order to prove that an export has taken place a Proof of Export will have to be provided.



Explanation of the Layout:

Proof of Export data: This section provides an overview of invoices already uploaded as Proof of Export;

Validation status: This column shows the status of the authorisation of the Proof of Export. All documents with status approved at the 10th of a month will be taken into account for that months' Refund Request. Status can be:

- Approval Pending: This document has not yet been authorised;
- Approved: This document has been authorised;
- Rejected: The data provided was not consistent and the document has not been authorised.

Click on the 'New' Button to add a new Proof of payment document.

Depending on the country selected as country of destination either:

- **Proof of Export within the EU or,**
- **Proof of Export outside the EU**

a specific electronic form will be shown.

Refunds Requests III: The General Manager Refund Requester confirmation procedure

The refunds claim procedure is completed **by downloading a PDF certificate from the Black Box and then signing it, scanning and returning an upload back to the Black Box.**

Authorisation by General Manager:

Step 1 - Go to: 'Refunds' and select **Export Confirmation Overview**

Step 2 – The Export confirmation document should be signed by this General Manager and uploaded.

General information and Overview:

This method is used to summarise requests (i.e. monthly) from a registered Participant/ Refund Requester:

1. The General Manager (or any person who is duly authorized) of the Participant/Refund Requester confirms monthly for each refund request the completeness and correctness of the information provided via the completion of electronic forms, into the Black Box.

2. Upon the action 'confirmation' by the General Manager, the Black Box validates the refund request.

Until the 15th of a month following the month during which a Proof of Export was submitted on the Portal, the General Manager/Admin User can 'Authorise' the Proof of Export as correct on the WEEE Black Box**.**

(This function is also available during the month of the submission of the Refund Request giving the General Manager/Admin User the possibility to review and authorise documents during the month).

Between the 1st and the 15th of the month following the month in which Proof of Exports have been filed, the **General Manager/Admin User** will have to formally confirm the accuracy and correctness of all **Exports** entered in Step 1.

Select on the menu bar **Admin – Export Confirmation Overview:**

Tick-mark all Proof of Exports to be confirmed in the authorise column and click on the Print-Preview button.

The document below will be shown, which should be **printed and signed by the General Manager.**

Upload this document by clicking on the Browse Button and click on the 'Confirm Refund Request'- button.

For all Exports Confirmed by the 10th of a month a credit note will be issued at the following month end.

Action: Print out, sign and upload this confirmation document.

Confirmation Refund Request Form

Period	**August 2006**	*Document Checksum:* **f054fd6cdde8588d07c4577ba7974345**
Print date	01-09-2006	
Lampen-Recycling und Service GmbH Lübeckertordamm 5 Hamburg, Germany		Export_Cy Export Street Export_City, Germany Export_zip, support@weeeblackbox.pwc.com
VAT no.	DE813013639	
Bank Account no.	9 004 099 00 Dresdner Ba	

Confirmation Overview Export

Refund ID	VAT no. Importer	Quantity	Proof of Export	Refund Export Date
62	NL811180530B01	100		25-06-2006
63	NL811180530B01	1000		28-06-2006

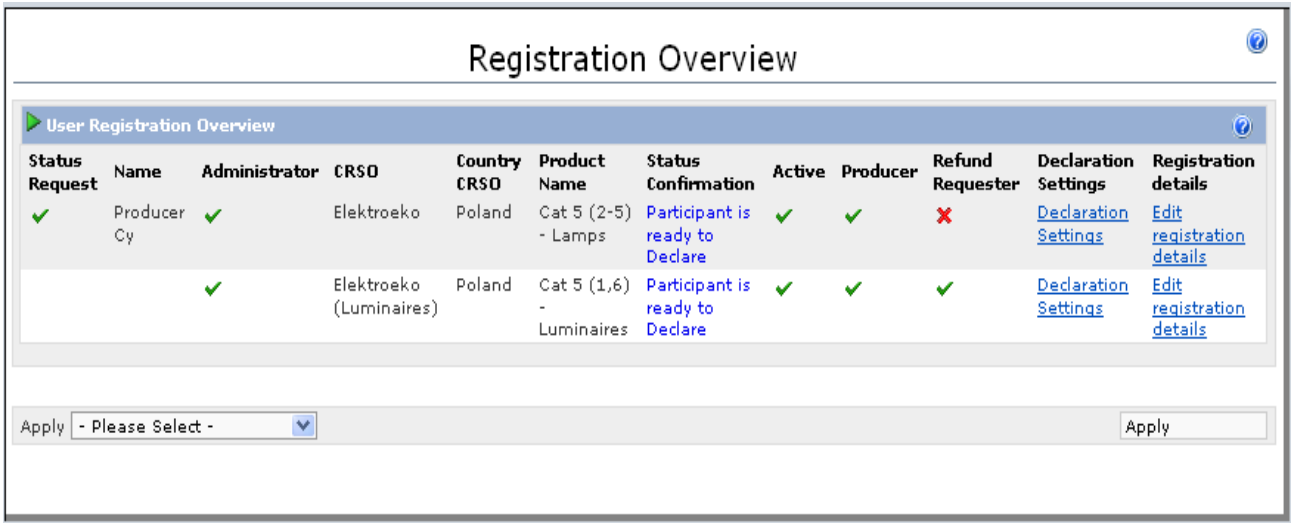
Print | Close Window

John Export_Cy_GM
General manager
+32 2 710 9194
+32 2 710 9194
support@weeeblackbox.pwc.com

I want to change my existing company registration details with LARS, or

I need to add my Producer Registration number to my company registration details:

- **Bring up the Black Box homepage:**
- **Log in**
- Under **Registration** in the **Blue toolbar,** select **'Registration Overview'** and line summary of your company registration status with LARS will appear.



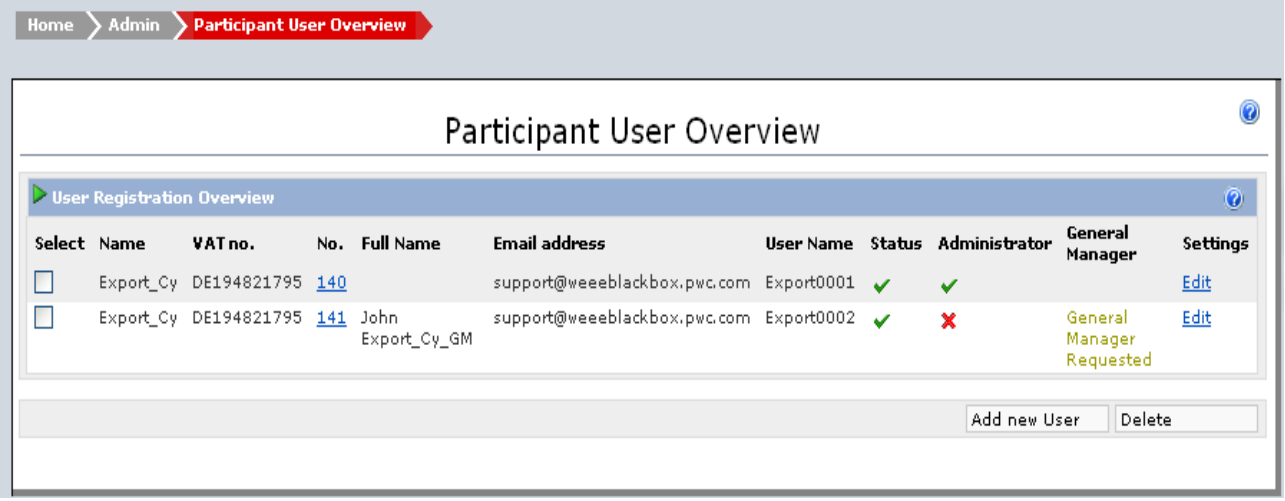
At the right hand end of the line you will find an **Edit** button, which when clicked brings up a page which lists all the information which was added at the time your company registered. Go to the foot of the page confirm **Edit** and then all permitted fields will be available to change. *(You can also add your Producer Registration number to this page, when it has been issued).*
Then **Save** and **Submit.**

Note that although your company bank account details are shown on this form, they are not alterable. In case you need to make such a change, please make such a request in writing, signed by a company director to:

LARS,
Lampen-Recycling und Service GmbH,
Valentinskamp 24
D-20354 Hamburg

I want to ‘Add ’or ‘Change’ my personal User Registration details in the Black Box or reset the Administrator to another User

- **Bring up the Black Box homepage:**
- **Log in**
- Under **Admin** in the **blue toolbar,** select **‘Participant Registration Overview’** and line summaries of Authorised System User Registration records and status with LARS will appear.



As **Administrator** you can control the access of other users in your company, as follows:

Select the existing **select User ID (tick box)** you want to look at and then click on the **Edit** button at the right hand end of the registration summary record, edit as necessary, then go to **Save** and **Submit.**

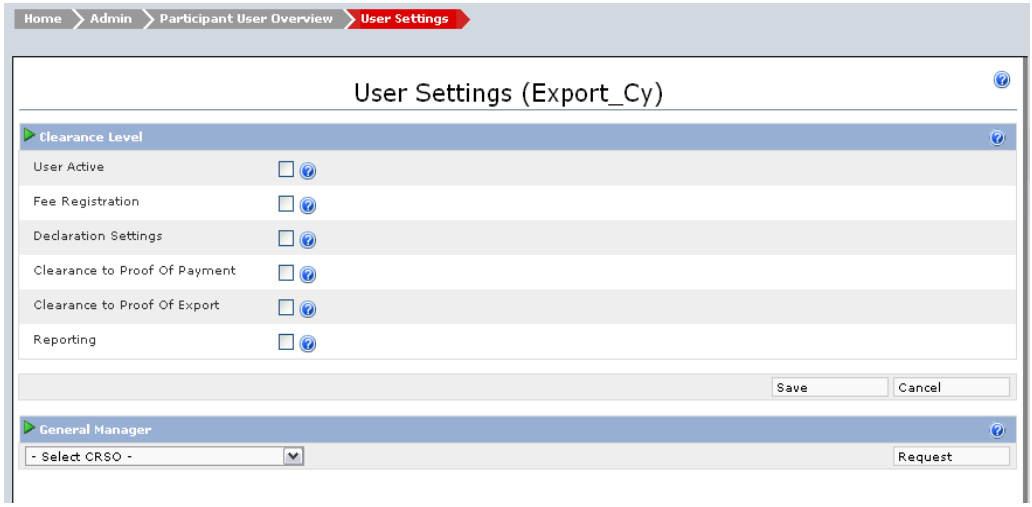
There is a button available to **Add a new User**, which will bring up a simple form to capture the data, for the new user and then go to **Save** and **Submit.** Return to the Participant User Overview screen and you will see the new registration. You will need then to complete the **User Settings** (see below).

The new User will receive an automated e-mail similar to a **lost password link,** which can be used to access the Black Box for the first time.

User settings

Select the existing **select User ID (tick box)** you want to look at and then click on the **Edit** button at the right hand end of the registration summary record.

A series of tick boxes will appear which you can turn on or off selectively. The most important one is **User Active** where un-ticking the box will remove the access authorisation, for example when an authorised user leaves your employment. Normally **set all tick boxes to on**.

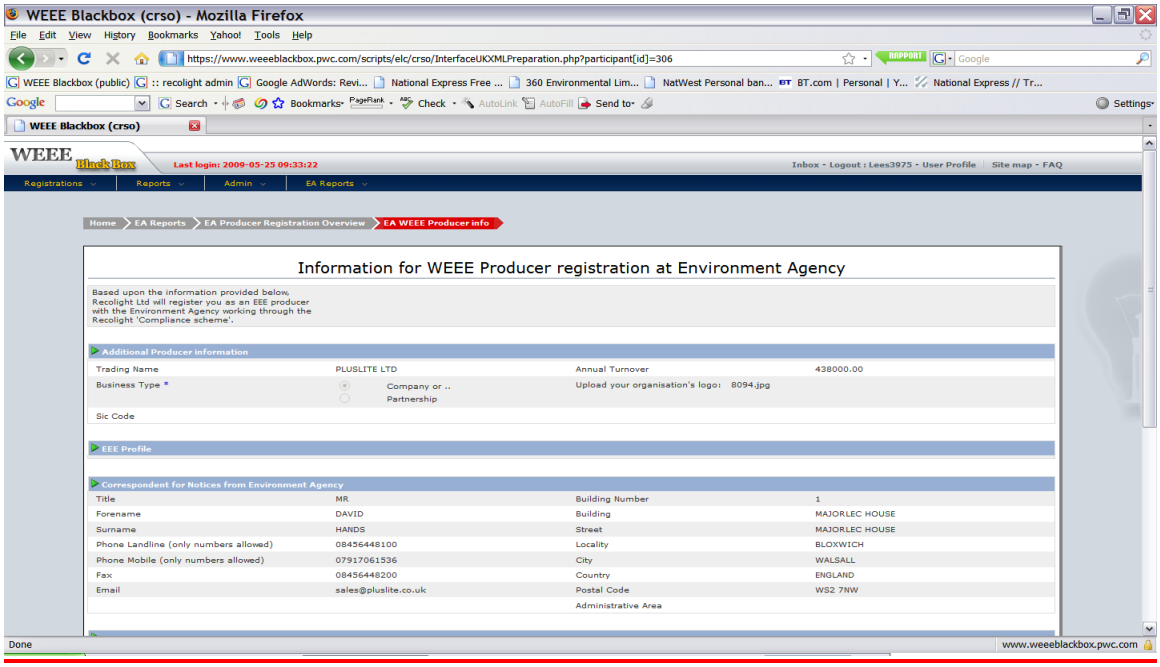


I want to change my existing registration details for Government reports

- **Bring up the Black Box homepage:**
- **Log in**
- Under **Admin** in the **blue toolbar,** select **'EA Report'** and a screen similar to that below will appear.

You can edit any available field then **Save** and **Submit.**

For legal reasons LARS also has access and edit rights on this page, as the EAR Agency requires LARS to verify all data submitted to them.


WEEE Blackbox (crso) - Mozilla Firefox
WEEE Blackbox (crso)
Information for WEEE Producer registration at Environment Agency
Additional Producer information
EEE Profile
Correspondent for Notices from Environment Agency

I have forgotten my password or want to change my password

Lost Password procedure
If you have mislaid or forgotten your password, you may request an access link from the Black Box by **entering your User ID in the field provided on the Log-in page** and then clicking on the link provided. Follow the prompts to send the request.

You will receive an e-mail to your registered e-mail Inbox as follows:

E-mail example below:

From: WEEE Black Box [mailto:webmaster@weeeblackbox.com]
Sent:
To:
Subject: WEEE Black Box New Password or Username request

Dear,

> You have registered as a new user on the WEEE Black Box or you have requested a reset of your password. Please find below your username.
>
> **Username**: **Your own user name appears here, and is case sensitive.**
>
> In order to set your (new) password, you need to perform the following action below.
>
> Be aware - your password will only be set once this step is completed. For this you need to click only once on the link below. You will be taken to the WEEE Black Box where you will be able to submit your new password.

Password requirements are minimum 8 characters, including 1 capital and 1 number.

Link: http://www.weeeblackbox.com/scripts/elc/public/login.php….etc*..

*…..*similar to this, but a unique string for you in the mail sent to your e-mail address.*

If the link above does not work from your e-mail client, please copy the whole link-string, without any modifications, in the address-field of your internet-browser. The complete link might by wrapped over multiple lines. Since you cannot copy multiple lines to the address-field of your internet browser, you will have to copy each line separate and add this to the address-field in your browser without spaces.

-------If this link does not work ----------
If this link does not work or you receive an error message, this can have one of the following reasons:

1. Your link has expired: a link remains only valid for a period of 7 days
- if this mail is older than 7 days, you should request a new password again on the WEEE Black Box;

2. Your link has already been used: a link can only be used once to access the WEEE Black Box, even if you have cancelled the action or closed your browser after the first time. You should request a new password again on the WEEE Black Box;

3. You are using an old link: Any request of a new password automatically deactivates all prior requests made. You should only use the last link provided to you.

If even taking into account the above you are still not able to access the WEEE Black Box, do not hesitate to contact support@weeeblackbox.com stating your name, e-mail address, company name and WEEE BB user name.

regards,

WEEE Black Box user manual from

LARS

Lampen-Recycling und Service GmbH

Hans-Joachim Beuermann
General Manager